

SAP Business Warehouse/Business Intelligence Reporting

BW/BI Grievance InfoCube

**Washington State HRMS Business
Warehouse/Business Intelligence (BW/BI)
Self-Paced Learning Materials
General Topics - BW/BI End Users/Power Users**

BW/BI Grievance InfoCube

The BW/BI Grievance InfoCube section provides an overview of the BW/BI Grievance InfoCube, including basic steps for running the BW/BI Grievance reports and applying user-defined settings to the reports.

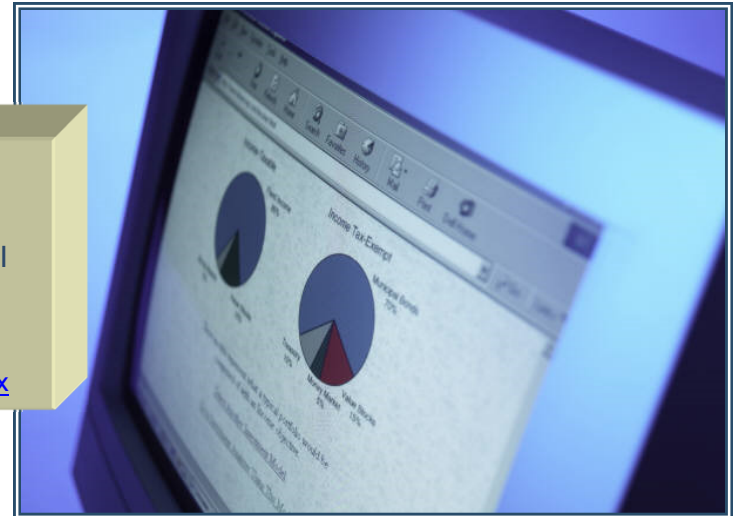
Topics covered in this section include:

- BW/BI Grievance InfoCube Overview
- BW/BI Grievance Reports Overview
- BW/BI Grievance Report Variables
- Defining BW/BI Grievance Report Variables
- User-Defined Settings for BW/BI Grievance Reports
- Using the Goto Command

The BW/BI Grievance InfoCube section is intended for BW/BI Grievance InfoCube End Users and Power Users.

It is recommended BW/BI Grievance End Users and Power Users read all BW/BI Self-Paced Learning Materials prior to reading the BW/BI Grievance InfoCube section:

<http://www.dop.wa.gov/payroll/HRMS/HRMSSupport/Pages/BusinessIntelligence.aspx>

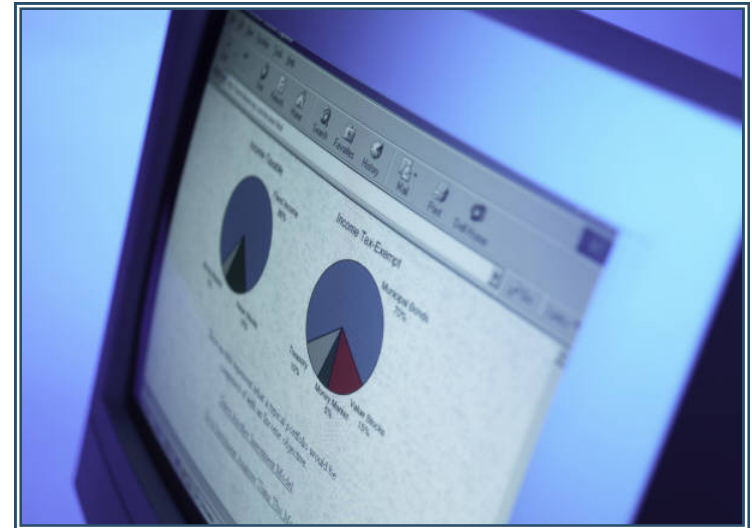


BW/BI Grievance InfoCube Overview

The BW/BI Grievance InfoCube Overview section provides an overview of the BW/BI Grievance InfoCube.

Topics covered in this section include:

- BW/BI Grievance InfoCube Overview



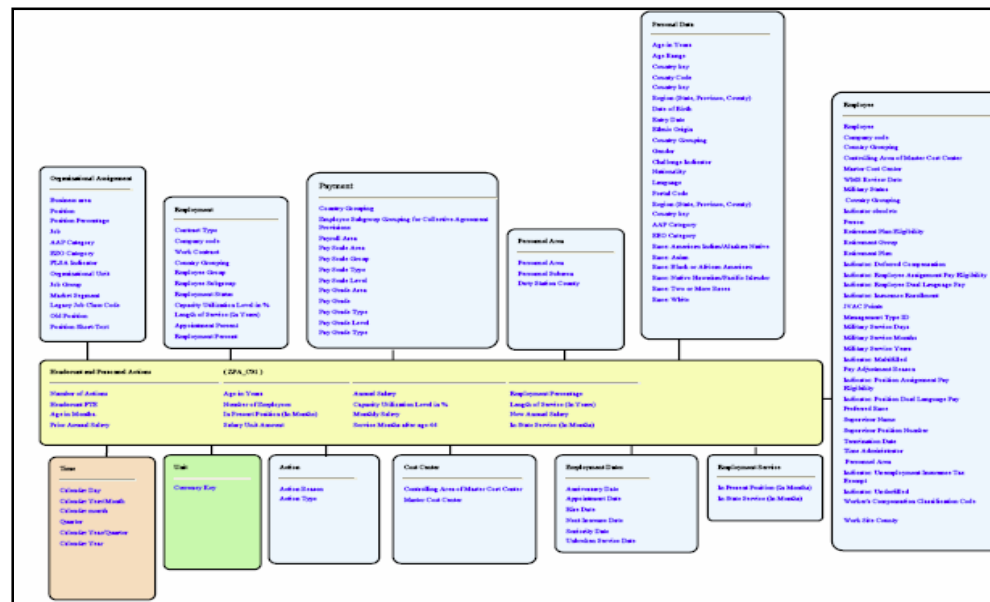
BW/BI Grievance InfoCube Overview

The BW/BI Grievance InfoCube is populated with data received from HRMS. The BW/BI Grievance InfoCube includes:

- Master Agreement Grievance data.
- Master Agreement, Article/Sub-Article, Grievance Step, Grievance status, and Grievance History.

The diagram below displays the reporting elements included in the Grievance InfoCube (Grievance ZGR_C01):

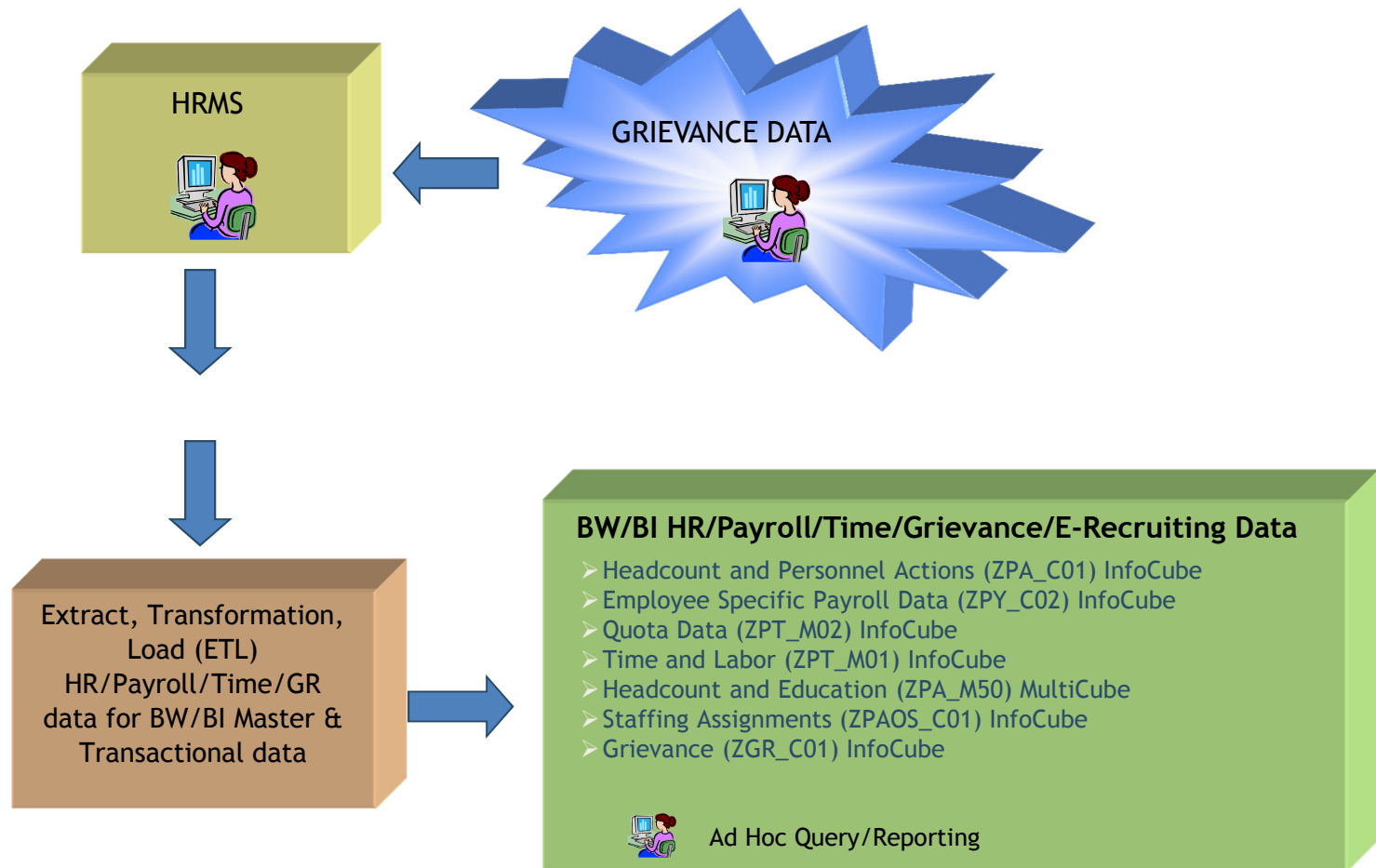
Grievance InfoCube (Grievance ZGR_C01)



BW/BI Grievance InfoCube Overview

The following illustration shows the Extract, Transformation, and Load (ETL) process of data for BW/BI :

- HR/Payroll/Time/Grievance/E-Recruiting Data: loaded directly from HRMS into the BW/BI InfoProviders (InfoCubes and MultiCubes).

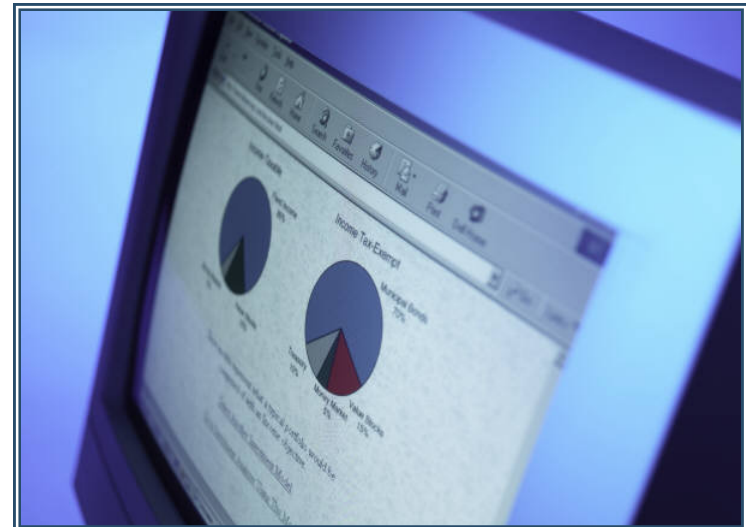


BW/BI Grievance Reports Overview

The BW/BI Grievance Reports Overview section provides an overview of the BW/BI Grievance Reports.

Topics covered in this section include:

- BW/BI Grievance Reports Overview
- Accessing BW/BI Grievance Reports from the HRMS Portal
- Selecting a BW/BI Grievance Report
- Running a BW/BI Grievance Report



BW/BI Grievance Reports Overview

BW/BI Grievance reports were designed to provide users with flexible reporting options.

Users will have the ability to set User-Defined settings from the report results. User-Defined Settings allow the user to add or remove Rows or Columns, set Filters, and Sort. These User-Defined Settings can then be saved as a Bookmark in the user's Favorites folder from their web browser. When the Bookmark is run from the Web Browser, the report results will be displayed with all user-defined settings.

The seven BW/BI Grievance Reports included with the BW/BI Grievance InfoCube are:

Report Name	Report Description	Category
Grievance Detail Report <i>ZZGR_M01_Q502</i>	Displays information on current grievances based on selection screen criteria.	Grievances
Grievance Totals by Master Agreement Report <i>ZZGR_M01_Q503</i>	Displays counts on grievances based on selection screen criteria, by Master Agreement.	Grievances
Grievance Totals by Agency Report <i>ZZGR_M01_Q504</i>	Displays counts on grievances based on selection screen criteria, by Agency.	Grievances
Grievance Article Trend Report <i>ZZGR_M01_Q505</i>	Displays details and allows for further analysis of the articles being grieved in the Grievance Process.	Grievances
Grievance Detail Agency Report <i>ZZGR_M01_Q506</i>	Displays details and allows for further analysis of the articles being grieved in the Grievance Process.	Grievances
Grievance History Report <i>ZZGR_M01_Q507</i>	Displays all details related to a specific grievance to include the history of the grievance.	Grievances
Grievance Status Totals Report <i>ZZGR_M01_Q509</i>	Displays output that is a matrix format providing counts of grievances by sub-article, step in the process and status.	Grievances

Accessing BW/BI Grievance Reports from the HRMS Portal

BW/BI Grievance reports are accessed from the HRMS Portal. Instructions for logging on to the HRMS Portal are included in the BW/BI Self-Paced Learning Materials - Logging on to HRMS Portal section.



The screenshot shows the login interface for the Washington State HRMS Portal. At the top, a red banner reads "Welcome to Washington State's Human Resource Management Systems". Below this, the heading "HRMS PORTAL" is displayed. A message states: "This is a secure application and available only to Washington State employees." The login fields include "Logon ID *" and "Password *" with corresponding input boxes. A yellow "Log on" button is positioned below the fields. Three links are provided: "Forgot Password", "Having Trouble Logging In?", and "More ESS Information". To the right of the login area is a large image of a snow-capped mountain peak. At the bottom left, the "HR" logo is visible next to the text "Copyright June 2010".



For information on logging on to the HRMS Portal, reference the BW/BI Self-Paced Learning Materials from the Customer Support Website:

<http://www.dop.wa.gov/HRMS/CustomerSupport/BusinessIntelligence/BW/BITraining.htm>

Accessing BW/BI Grievance Reports from the HRMS Portal

The diagram below provides a sample of the screen displayed once the user has logged on to the HRMS Portal:

Click on "BI Reports" to view categories

By default, the Organization Management category is selected and the Position-Personnel Master Listing is displayed

Click on the Grievances category to view the list of BW/BI Grievance reports

Once the Grievances category is selected, the Detailed Navigation pane will display the list of BW/BI Grievance reports to choose from. The Grievance Details Report is displayed by default

The diagram illustrates the process of accessing BW/BI Grievance Reports from the HRMS Portal. It shows two screenshots of the portal interface. The first screenshot shows the "BI Reports" category selected, and the "Position / Personnel Master Listing" is displayed. The second screenshot shows the "Grievance Reporting" category selected, and the "Grievance Details Report" is displayed. The interface includes a top navigation bar with tabs for "Employee Self-Service", "BI Reports", and "WEBGUI". Below this is a secondary navigation bar with links for "Organization Management", "Personnel Administration", "Layoff Data", "Time Management", "Payroll", "Financials", "HRM Performance Measurement", and "Grievance Reporting". The main content area is divided into a "Detailed Navigation" pane on the left and a "Variable Entry" section on the right. The "Detailed Navigation" pane lists various reports, and the "Variable Entry" section allows users to select variables for the report.

Position / Personnel Master Listing

Detailed Navigation

- Position / Personnel Master Listing
- Position Statistics Report - Month Ending
- Position Roster

Portal Favorites

Variable Entry

Available Variables: Save Save As... Delete

Variable	Current Selection	Description
* Calendar Month Prompt _ Single Value		
Business Area (Optional)		
Organizational Unit Hierarchy		

Grievance Details Report

Detailed Navigation

- Grievance Details Report
- Grievance Master Agreement Report
- Grievance Totals by Agency Report
- Grievance Articles Trend Report
- Grievance Detail Agency Report
- Grievance History Report

Portal Favorites

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

Variable	Current Selection	Description
* Report Date Range		
Contract Year		
Orig Agency Code		
Orig Personnel Area		
Orig Bargaining Unit		
Grievance Status		
Step		
Master Agreement 1		
Article #1		
Article Name 1		
Addtl Discipline Reason 1		

OK Check

Selecting a BW/BI Grievance Report

The example below uses the Grievance Details Report to show how to select a report from the HRMS Portal.

To select the Grievance Details Report:

1. Click the Grievances category link. →
2. Click the report name link from the Detailed Navigation pane. →

Result: A variables selection box will appear to allow the user to enter variables (selection criteria) for the report:

Employee Self-Service | **BI Reports** | WEBGUI

Organization Management | Personnel Administration | Layoff Data | Time Management | Payroll | Financials | HRM Performance Measurement | **Grievance Reporting**

Grievance Details Report

Detailed Navigation

- Grievance Details Report
- Grievance Master Agreement Report
- Grievance Totals by Agency Report
- Grievance Articles Trend Report
- Grievance Detail Agency Report
- Grievance History Report

Portal Favorites

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

Variable	Current Selection	Description
* Report Date Range		
Contract Year		
Orig Agency Code		
Orig Personnel Area		
Orig Bargaining Unit		
Grievance Status		
Step		
Master Agreement 1		
Article #1		
Article Name 1		
Addtl Discipline Reason 1		

Click here to scroll left/right in the Detailed Navigation pane

Click here to show / hide the Detailed Navigation pane

Detailed Navigation

Employee Self-Service | **BI Reports** | WEBGUI

Organization Management | Personnel Administration | Layoff Data | Time Management | Payroll | Financials | HRM Performance Measurement | **Grievance Reporting**

Grievance Details Report

Detailed Navigation

- Grievance Details Report
- Grievance Master Agreement Report
- Grievance Totals by Agency Report
- Grievance Articles Trend Report
- Grievance Detail Agency Report
- Grievance History Report

Portal Favorites

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

Variable	Current Selection	Description
* Report Date Range		
Contract Year		
Orig Agency Code		
Orig Personnel Area		
Orig Bargaining Unit		

Running a BW/BI Grievance Report

The example below uses the Grievance Details Report to show how to run a BW/BI Grievance report.

To run a BW/BI Grievance Report:

1. Enter variables.
Variables with an asterisk are required fields.
2. Click the OK button to run the report.

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables			
Variable	Current Selection		Description
* Report Date Range	7/31/2007	<input type="checkbox"/>	
Contract Year		<input type="checkbox"/>	
Orig Agency Code	2250	<input type="checkbox"/>	
Orig Personnel Area		<input type="checkbox"/>	
Orig Bargaining Unit		<input type="checkbox"/>	
Grievance Status		<input type="checkbox"/>	
Step		<input type="checkbox"/>	
Master Agreement 1		<input type="checkbox"/>	
Article #1		<input type="checkbox"/>	
Article Name 1		<input type="checkbox"/>	
Addtl Discipline Reason 1		<input type="checkbox"/>	

Result: Report results with selected variables.

Grievance Details Report

Grievance Details Report

Display As: Information Send Print Version Export to Excel Comments

Contract YR1	Master Agreement1	Orig Agency Code	Orig Pers Area	Orig BU Code
05-07	WFSE	2250 Washington State Patrol	2250 Washington State Patrol	00JN Agencywide

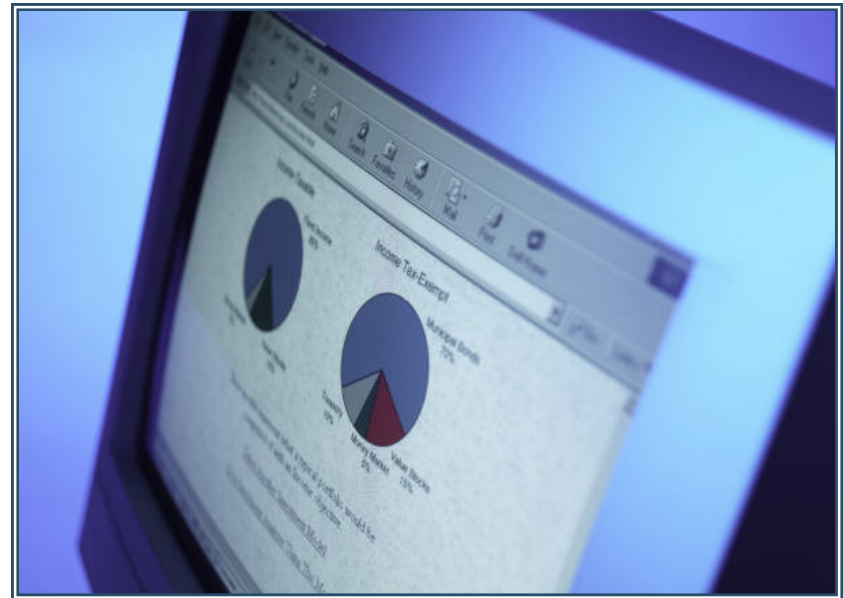
Columns: Key Figures
Rows: Contract YR1, Master Agreement1

BW/BI Grievance Report Variables


The BW/BI Grievance Report Variables section provides an overview of report Variables. Variables are report selection criteria that allow the user to narrow report results to specific values (for example, display results for a specific Agency only).

Topics covered in this section include:

- BW/BI Grievance Report Variables
- Selecting Multiple Variables
- Deleting Variables
- Personalizing Variables
- Deleting Personalized Variables



BW/BI Grievance Report Variables






Variables are report selection criteria that allow the user to narrow report results to specific values. The user may enter variables manually or click on the matchcode button  to select a variable from a list.

Variables identified with an asterisk are required fields.

Grievance Details Report

Variable Entry

Available Variables: [Show Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
* Report Date Range		
Contract Year		
Orig Agency Code		
Orig Personnel Area		
Orig Bargaining Unit		
Grievance Status		
Step		
Master Agreement 1		
Article #1		
Article Name 1		
Addtl Discipline Reason 1		

The user may manually enter the variable, or click the matchcode button to bring up a list to choose from

Use the "Search" feature to find a specific variable. Enter the variable value and click the "Search" button. Use an asterisk (*) for wildcard searches.

OR

Click the desired variable from the list

Matchcode popup list

Select values for Personnel Area (ZV_GPERS_AREA 0003)

Show view: All

Maximum 1000

Personnel Area Key	Personnel Area Text
#	#
1030	Dept Comm/Trade/Econ Dev
1070	Health Care Authority
1160	Washington State Lottery
1200	Human Rights Commission
1400	Dept Revenue
1470	Off Min & Women's Enterp
1500	General Administration
1550	Dept of Info Services
1600	Insurance Commissioner
1850	Wash Horse Racing Comm
1900	BD of Industrial Appeals

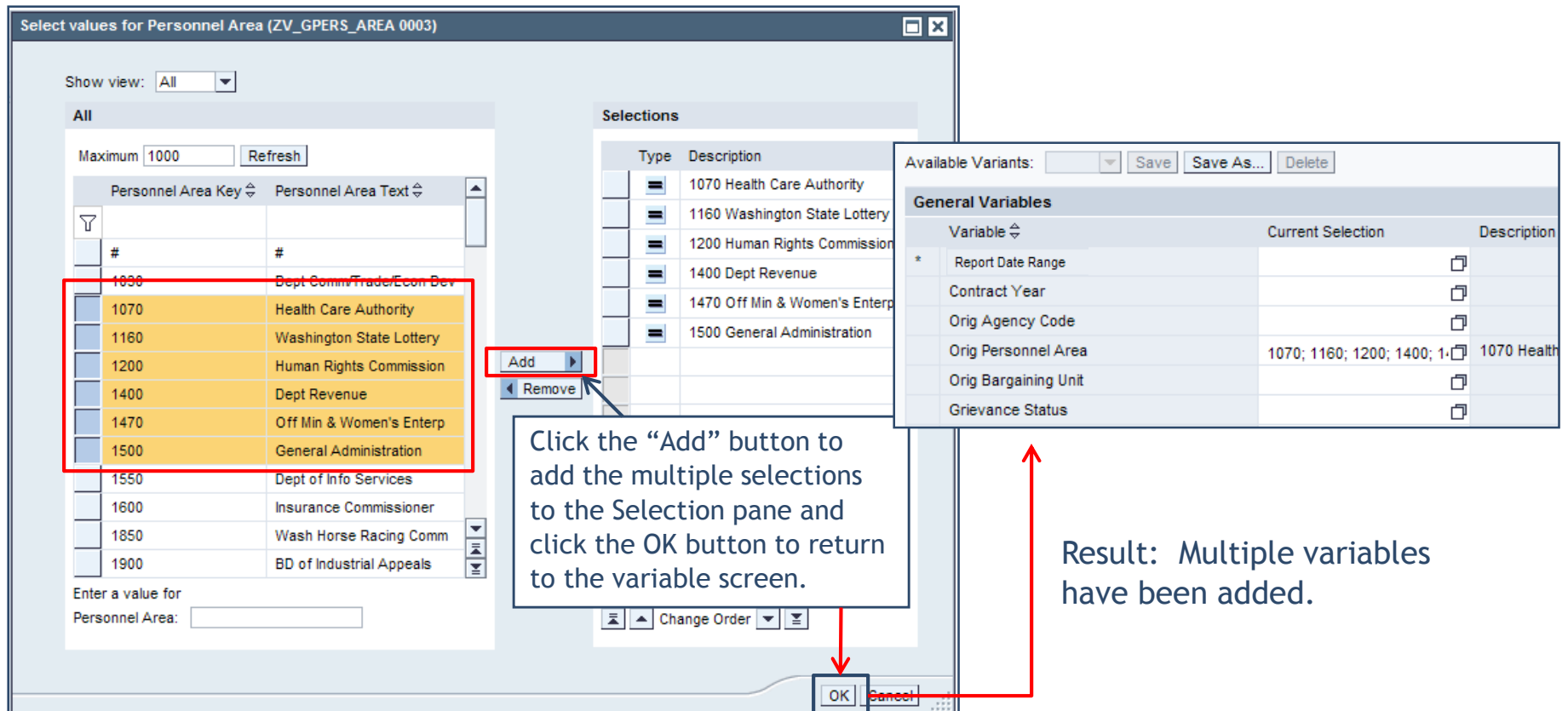
Enter a value for Personnel Area:

Selecting Multiple Variables

The example below uses the Grievance Details Report to show how to insert multiple variables of the same type for a report.

To select multiple variables:

1. Click the matchcode  button
2. At the selection screen, select the multiple values, click the “Add” button, and then click OK.



Select values for Personnel Area (ZV_GPER_S_AREA 0003)

Show view: All

Maximum 1000 Refresh

Personnel Area Key Personnel Area Text

#	#
1070	Health Care Authority
1160	Washington State Lottery
1200	Human Rights Commission
1400	Dept Revenue
1470	Off Min & Women's Enterp
1500	General Administration
1550	Dept of Info Services
1600	Insurance Commissioner
1850	Wash Horse Racing Comm
1900	BD of Industrial Appeals

Enter a value for Personnel Area:

Selections

Type	Description
	1070 Health Care Authority
	1160 Washington State Lottery
	1200 Human Rights Commission
	1400 Dept Revenue
	1470 Off Min & Women's Enterp
	1500 General Administration

Add Remove

Click the “Add” button to add the multiple selections to the Selection pane and click the OK button to return to the variable screen.

Available Variables: Save Save As... Delete

Variable	Current Selection	Description
* Report Date Range		
Contract Year		
Orig Agency Code		
Orig Personnel Area	1070; 1160; 1200; 1400; 1470; 1500	1070 Health
Orig Bargaining Unit		
Grievance Status		

OK Cancel

Result: Multiple variables have been added.

Deleting Variables

The example below uses the Grievance Details Report to show two ways to delete a variable that was entered in error or to replace the current variable.

To delete a variable:

1. Highlight the text of the Variable and press “Delete” on the keyboard.

General Variables		
Variable ⇅	Current Selection	Description
* Report Date Range		
Contract Year		
Orig Agency Code		
Orig Personnel Area	1000; 1200; 1400; 1470; 1500	1070 Health Ca
Orig Bargaining Unit		

Highlight Variable values and press the Delete key on the keyboard

OR

Select values for Personnel Area (ZV_GPERS_AREA 0003)

Show view: All

Maximum 1000 Refresh

Personnel Area Key ⇅ Personnel Area Text ⇅

Click the matchcode and in the “Select value” box, select the variables, click “Remove” and “OK”

1500 General Administration

Add Remove

Type	Description
1070	Health Care Authority
1160	Washington State Lottery
1200	Human Rights Commission
1400	Dept Revenue
1470	Off Min & Women's Enterp
1500	General Administration

General Variables		
Variable ⇅	Current Selection	Description
* Report Date Range		
Contract Year		
Orig Agency Code		
Orig Personnel Area		
Orig Bargaining Unit		

Result: Variables have been deleted

Personalizing Variables

Users have the ability to personalize variables from the HRMS Portal. Personalizing variables allows the user to save the variable setting they have entered.



Personalizing a variable for one report will personalize the same variable for all other reports if that variable is used. For example, in the illustration below the user is personalizing the Grievance Details Report “Orig Personnel Area” variable for the report. Once the Orig Personnel Area variable has been personalized, the same value will be used for Orig Personnel Area for all other custom reports. Once a variable is personalized, it is no longer displayed on the variables screen. See Removing Personalized Variables for information on removing the personalization of a variable.

Available Variables:

[Show Variable Personalization](#)

Variable	Current Selection	Description
* Report Date Range		
Contract Year		
Orig Agency Code		
Orig Personnel Area		
Orig Bargaining Unit		
Grievance Status		
Step		
Master Agreement 1		
Article #1		
Article Name 1		
Addtl Discipline Reason 1		

Click here to access the personalize variable options.

Personalizing Variables

The example below uses the Grievance Details Report to show how to Personalize the Orig Personnel Area Variable.

To Personalize the Orig Personnel Area Variable:

1. Enter the Orig Personnel Area Variable(s).

2. Click the “Select” button for the variable.

3. Select the “Add selected variables to personalized variables list”.

General Variables			
	Variable ⇅	Current Selection	Description
<input type="checkbox"/>	* Report Date Range		
<input type="checkbox"/>	Contract Year		
<input type="checkbox"/>	Orig Agency Code		
<input checked="" type="checkbox"/>	Orig Personnel Area	1110;1111;	
<input type="checkbox"/>	Orig Bargaining Unit		
<input type="checkbox"/>	Grievance Status		
<input type="checkbox"/>	Step		
<input type="checkbox"/>	Master Agreement 1		
<input type="checkbox"/>	Article #1		
<input type="checkbox"/>	Article Name 1		
<input type="checkbox"/>	Addtl Discipline Reason 1		

☐ Show Personalized Variables

Personalizing Variables

Result: The Orig Personnel Area personalization has been added to the “Personalized Variables” section.

Once the Personnel Area variable is personalized, it will no longer be displayed as a variable option from the Variables input screen.

Click “Show Variable Personalization” to view any variables that are personalized.

Available Variants: Save Save As... Delete [Hide Variable Personalization](#)

General Variables			
	Variable ⇅	Current Selection	Description
<input checked="" type="checkbox"/>	Report Date Range		
<input type="checkbox"/>	Contract Year		
<input type="checkbox"/>	Orig Agency Code		
<input type="checkbox"/>	Orig Bargaining Unit		
<input type="checkbox"/>	Grievance Status		
<input type="checkbox"/>	Step		
<input type="checkbox"/>	Master Agreement 1		
<input type="checkbox"/>	Article #1		
<input type="checkbox"/>	Article Name 1		
<input type="checkbox"/>	Addtl Discipline Reason 1		

Personalized Variables			
	Variable ⇅	Current Selection	Description
<input type="checkbox"/>	Orig Personnel Area	1110; 1111	<input type="checkbox"/> 1110 Dept of Personnel; 1111 Information S

☐ Show Personalized Variables

Available Variants: Save Save As... Delete [Show Variable Personalization](#)

General Variables			
	Variable ⇅	Current Selection	Description
<input checked="" type="checkbox"/>	Report Date Range		
<input type="checkbox"/>	Contract Year		
<input type="checkbox"/>	Orig Agency Code		
<input type="checkbox"/>	Orig Bargaining Unit		

Deleting Personalized Variables

The example below uses the Grievance Details Report to show how to remove the Personalized Variable for Orig Personnel Area from the Grievance Details Report Variable screen.

To remove the Personalized Variable for Orig Personnel Area:

1. Click the Show Variable Personalization button to display personalized variables.
2. Select the personalized variable you want to remove.
3. Click on the “Remove selected variables from personalize variables list”.

The screenshot shows the 'Variable Entry' screen. At the top, there are buttons for 'Available Variants', 'Save', 'Save As...', and 'Delete'. A red box highlights the 'Show Variable Personalization' link. Below this is a table of 'General Variables' with columns 'Variable', 'Current Selection', and 'Description'. The 'Orig Personnel Area' variable is highlighted in yellow. A red box highlights the 'Remove selected variables from personalize variables list' button. Below the table is a checkbox for 'Show Personalized Variables' and 'OK' and 'Check' buttons. A second screenshot shows the 'Personalized Variables' table with the 'Orig Personnel Area' variable highlighted in yellow. A red box highlights the 'Remove selected variables from personalize variables list' button. Below the table is a checkbox for 'Show Personalized Variables' and 'OK' and 'Check' buttons.

Variable Entry

Available Variants: [Show Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
* Report Date Range		
Contract Year		
Orig Agency Code		

Personalized Variables

Variable	Current Selection	Description
Orig Personnel Area	1110; 1111	1110 Dept of Personnel; 1111 Information S

☐ Show Personalized Variables

Available Variants

Available Variants: [Hide Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
* Report Date Range		
Orig Agency Code		
Orig Personnel Area	1110; 1111	1110 Dept of Personnel; 1111 Information S
Orig Bargaining Unit		

Personalized Variables

Variable	Current Selection	Description
----------	-------------------	-------------

☐ Show Personalized Variables

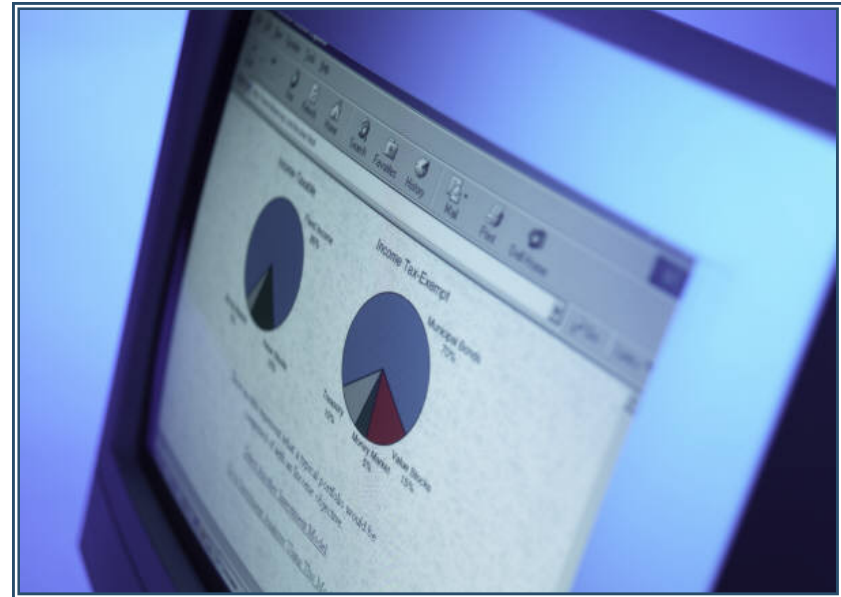
Result: The Orig Personnel Area variable will appear.

Defining BW/BI Grievance Report Variables

The Defining BW/BI Grievance Report Variables section provides the basic steps for entering variables for BW/BI Grievance reports. BW/BI Grievance reports require variable entry (selection criteria) prior to running the reports.

Topics covered in this section include:


- Defining Variables: Grievance Details Report
- Defining Variables: Grievance Master Agreement Report



Defining Variables: Grievance Details Report

Grievance Details Report

To define the Grievance Details Report variables:

1. Enter a value for selected report variables or use the matchcode  button to access the matchcode list to select the variables.

2. Click the OK button.

Result: The Grievance Details Report results are displayed.

Available Variables: [Show Variable Personalization](#)

General Variables

Variable	Current Selection	Description
* Report Date Range		
Contract Year		
Orig Agency Code		
Orig Personnel Area		
Orig Bargaining Unit		
Grievance Status		
Step		
Master Agreement 1		
Article #1		
Article Name 1		
Addtl Discipline Reason 1		

In this example, "Report Date Range" is a required field

Select values for Personnel Area (ZV_GPER_S_AREA 0003)

Show view: All

Maximum 1000 Refresh

Personnel Area Key	Personnel Area Text
#	#
1030	Dept Comm/Trade/Econ Dev
1070	Health Care Authority
1160	Washington State Lottery
1200	Human Rights Commission
1400	Dept Revenue
1470	Off Min & Women's Enterp
1500	General Administration
1550	Dept of Info Services
1600	Insurance Commissioner
1850	Wash Horse Racing Comm
1900	BD of Industrial Appeals

Enter a value for Personnel Area:

OK Cancel



Report results are displayed.

Sample Matchcode list for Personnel Area

Defining Variables: Grievance Master Agreement Report

Grievance Master Agreement Report

To define the Grievance Master Agreement Report variables:

1. Enter a value for selected report variables or  the matchcode button to access the matchcode list to  select the variables.
***Fields with an asterisk are required.**
2. Click the OK button.

Available Variants:

[Show Variable Personalization](#)

General Variables

Variable	Current Selection	Description
* Report Date Range		
Contract Year		
Orig Agency Code		
Orig Personnel Area		
Orig Bargaining Unit		
Grievance Status		
Step		
Master Agreement 1		
Article #1		
Article Name 1		
Addtl Discipline Reason 1		

Select values for Personnel Area (ZV_GPRS_AREA 0003)

Show view: All

Maximum: 1000 Refresh

Personnel Area Key	Personnel Area Text
#	#
1030	Dept Comm/Trade/Econ Dev
1070	Health Care Authority
1160	Washington State Lottery
1200	Human Rights Commission
1400	Dept Revenue
1470	Off Min & Women's Enterpr
1500	General Administration
1550	Dept of Info Services
1600	Insurance Commissioner
1850	Wash Horse Racing Comm
1900	BD of Industrial Appeals

Enter a value for Personnel Area:

OK Cancel

Sample Matchcode list for Personnel Area

Result: The Grievance Master Agreement Report results are displayed.

User-Defined Settings for BW/BI Grievance Reports

The User-Defined Settings for BW/BI Grievance Reports section provides an overview of options available to users once they have run a BW/BI Grievance report from the HRMS Portal.

User-Defined Settings allow the user to add or remove Rows or Columns, set Filters, and Sort. These User-Defined Settings can then be saved as a Bookmark in the user's Favorites folder from their web browser. When the Bookmark is run from the Web Browser, the report results will be displayed with all user-defined settings.

Topics covered in this section include:

- Remove Drilldown
- Drilldown in the Rows/Columns
- Free Characteristics
- Keep Filter Value
- Select Filter Value
- Sorting
- Bookmark (saving User-Defined settings)



BW/BI Grievance reports are large and contain many rows and columns. These reports were designed to provide users with flexible reporting options. Users have the ability to add/remove rows or columns, filter report results, sort report results and save their user-defined settings as Bookmarks for future use.




Remove Drilldown

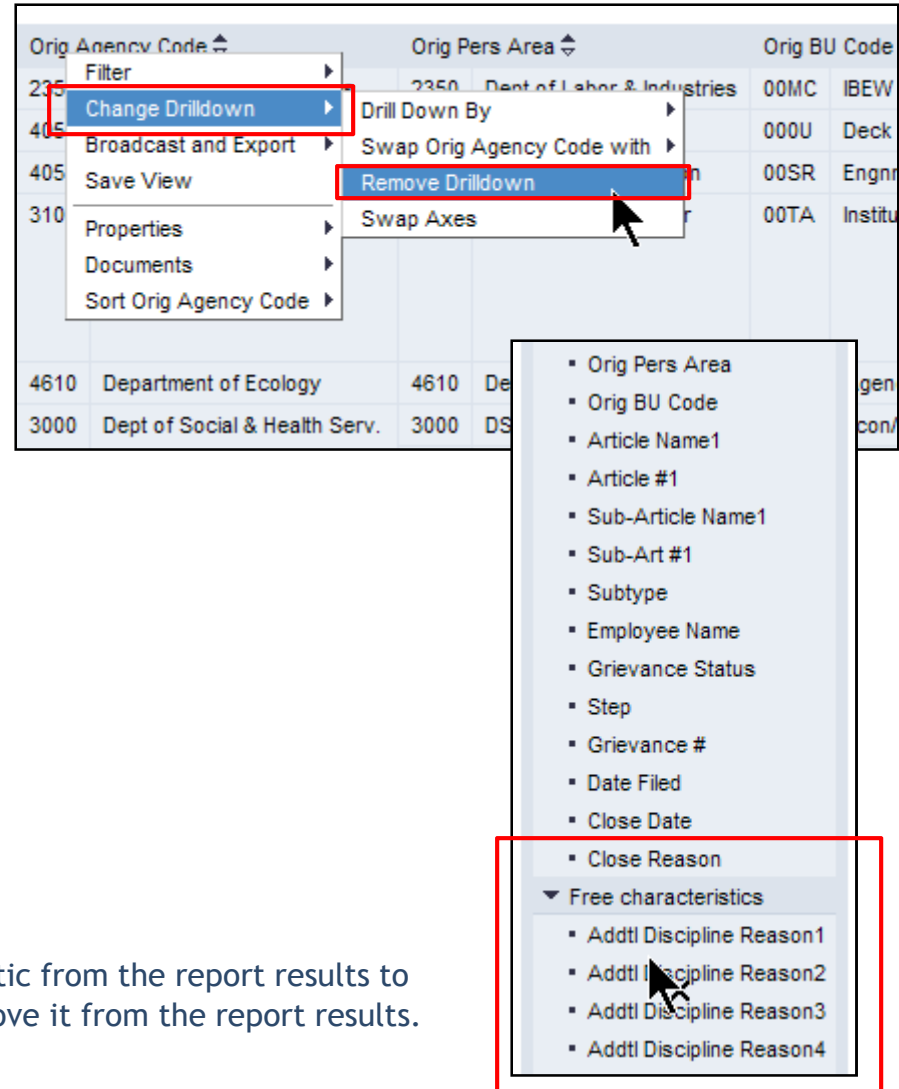
BW/BI Grievance reports were designed to provide the user with flexible reporting options. Initial report results can be large and contain many rows and columns. By using the Remove Drilldown option, users have the ability to remove Characteristics from the rows or columns of the report results.

The example uses the Grievance Details Report to show how to remove the Orig Agency Code Characteristic from the report results.

To remove the Orig Agency Code from the Report Results:

1. Right click on the Orig Agency Code characteristic.
2. Select “Change Drilldown → Remove Drilldown.

 You can also Drag&Drop the characteristic from the report results to the Free Characteristics section to remove it from the report results.



The screenshot displays the BW/BI Grievance Details Report interface. The main table shows columns for 'Orig Agency Code', 'Orig Pers Area', and 'Orig BU Code'. A right-click context menu is open over the 'Orig Agency Code' column header, with the 'Remove Drilldown' option highlighted. A secondary menu is also visible, showing a list of characteristics including 'Orig Pers Area', 'Orig BU Code', 'Article Name1', 'Article #1', 'Sub-Article Name1', 'Sub-Art #1', 'Subtype', 'Employee Name', 'Grievance Status', 'Step', 'Grievance #', 'Date Filed', 'Close Date', 'Close Reason', and a 'Free characteristics' section with 'Addtl Discipline Reason1' through 'Addtl Discipline Reason4'. A red box highlights the 'Free characteristics' section in the secondary menu.

Orig Agency Code	Orig Pers Area	Orig BU Code
235	2350 Dept of Labor & Industries	00MC IBEW
405		000U Deck
405		00SR Engrn
310		00TA Institu
4610	Department of Ecology	4610 De
3000	Dept of Social & Health Serv.	3000 DS


- Orig Pers Area
- Orig BU Code
- Article Name1
- Article #1
- Sub-Article Name1
- Sub-Art #1
- Subtype
- Employee Name
- Grievance Status
- Step
- Grievance #
- Date Filed
- Close Date
- Close Reason
- ▼ Free characteristics
 - Addtl Discipline Reason1
 - Addtl Discipline Reason2
 - Addtl Discipline Reason3
 - Addtl Discipline Reason4

Remove Drilldown

Result: The Orig Pers Area Characteristic has been removed from the report results.

Orig Agency Code		Orig Pers Area		Orig BU Code	
2350	Dept of Labor & Industries	2350	Dept of Labor & Industries	00MC	IBEW Elec Insp
4050	Department of Transportation	4051	Marine Division	000U	Deck (Unlicnsd)
4050	Department of Transportation	4050	Dept of Transportation	00SR	Engnring Techs
3100	Department of Corrections	3121	McNeil Island Corr Ctr	00TA	Institutions
Report Results Before Orig Pers Area drilldown is removed					

Orig Agency Code		Orig BU Code		Article Name1
2350	Dept of Labor & Industries	2350/00MC	IBEW Elec Insp	Discipline
4050	Department of Transportation	4051/000U	Deck (Unlicnsd)	Non-Discrimination
4050	Department of Transportation	4050/00SR	Engnring Techs	Hours of Work
3100	Department of Corrections	3121/00TA	Institutions	Overtime
Report Results After Orig Pers Area Drilldown is removed				

 If necessary, click any column header and select Back to Start from the Context Menu to return the report results to the original state. See the BW/BI Self-Paced Learning Materials - Report Context Menu for more information on Back to Start.

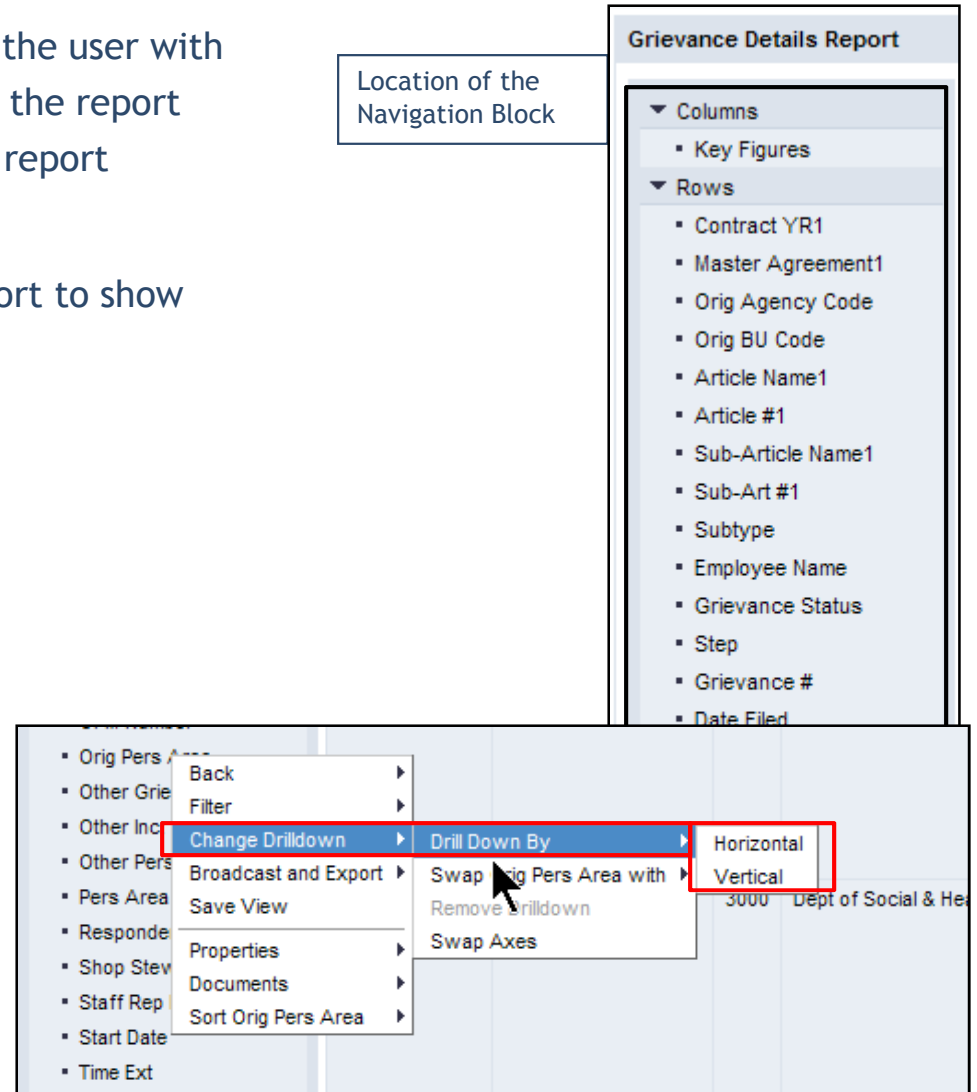
Drilldown in the Rows/Columns

BW/BI Grievance reports were designed to provide the user with flexible reporting options. The Drilldown option of the report results allow the user to add Characteristics to the report results.

The example below uses the Grievance Details Report to show how to use Drilldown in the Rows.

To drilldown in the Rows of the report results:

1. From the report results, click a characteristic in the Navigation block.
2. From the Context Menu, select “Change Drilldown” → “Drilldown By” → “Vertical”



Drilldown in the Rows/Columns

Result: The Orig Pers Area Characteristic is added to the rows of the report results.

Orig Agency Code		Orig BU Code	
2350	Dept of Labor & Industries	2350/00MC	IBEW Elec Insp
4050	Department of Transportation	4051/000U	Deck (Unlicnsd)
4050	Department of Transportation	4050/00SR	Engnring Techs
3100	Department of Corrections	3121/00TA	Institutions
4610	Department of Ecology	4610/00J2	Agencywide
3000	Dept of Social & Health Serv.	3021/00JE	Econ/SocialSvcs
		3000/00JE	Econ/SocialSvcs
		3025/00JE	Econ/SocialSvcs

Report Results Before Drilldown in Rows for Orig Pers Area

Orig Agency Code		Orig Pers Area		Orig BU Code	
2350	Dept of Labor & Industries	2350	Dept of Labor & Industries	00MC	IBEW Elec Insp
4050	Department of Transportation	4051	Marine Division	000U	Deck (Unlicnsd)
4050	Department of Transportation	4050	Dept of Transportation	00SR	Engnring Techs
3100	Department of Corrections	3121	McNeil Island Corr Ctr	00TA	Institutions
4610	Department of Ecology	4610	Dept of Ecology	00J2	Agencywide
3000	Dept of Social & Health Serv.	3000	DSHS Headquarters	00JE	Econ/SocialSvcs
		3021	DSHS Region 1	00JE	Econ/SocialSvcs
				00JG	Econ/SocSvcsSup

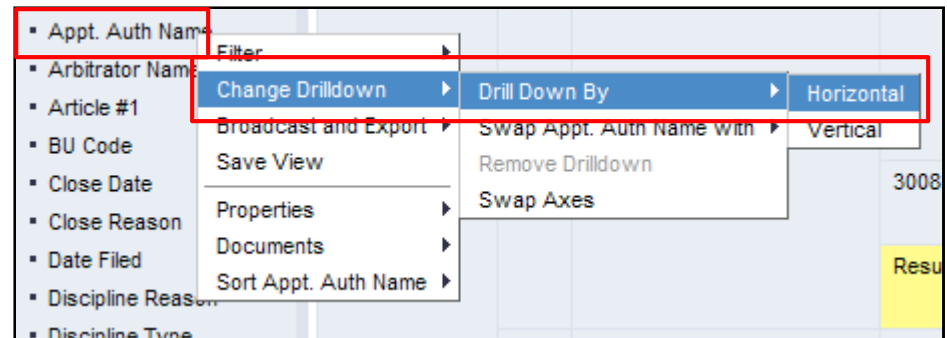
Report Results After Drilldown in Rows for Orig Pers Area

Drilldown in the Rows/Columns

The example below uses the Grievance Details Report to show how to use Drilldown in the Columns.

To drilldown in the Columns of the report results:

1. From the report results, right click the Characteristic to be added to the report results.
2. Click the “Change Drilldown” → “Drill Down By” → “Horizontal” for Appt. Auth Name to add the Characteristic to the Columns of the report results.



Master Agreement1	Coalition					IBU		IFPTE L17		
Appt. Auth Name	LARRY W					ANDREW J	ANDREW P	THOMAS E	JON C	RUSSELL
	455	457	756	261	456	1073	268	42	416	822

Result: The Appt. Auth Name Characteristic has been added to the columns of the report results.

i If necessary, click any column header and select Back to Start from the Context Menu to return the report results to the original state. See the BW/BI Self-Paced Learning Materials - Report Context Menu for more information on Back to Start.

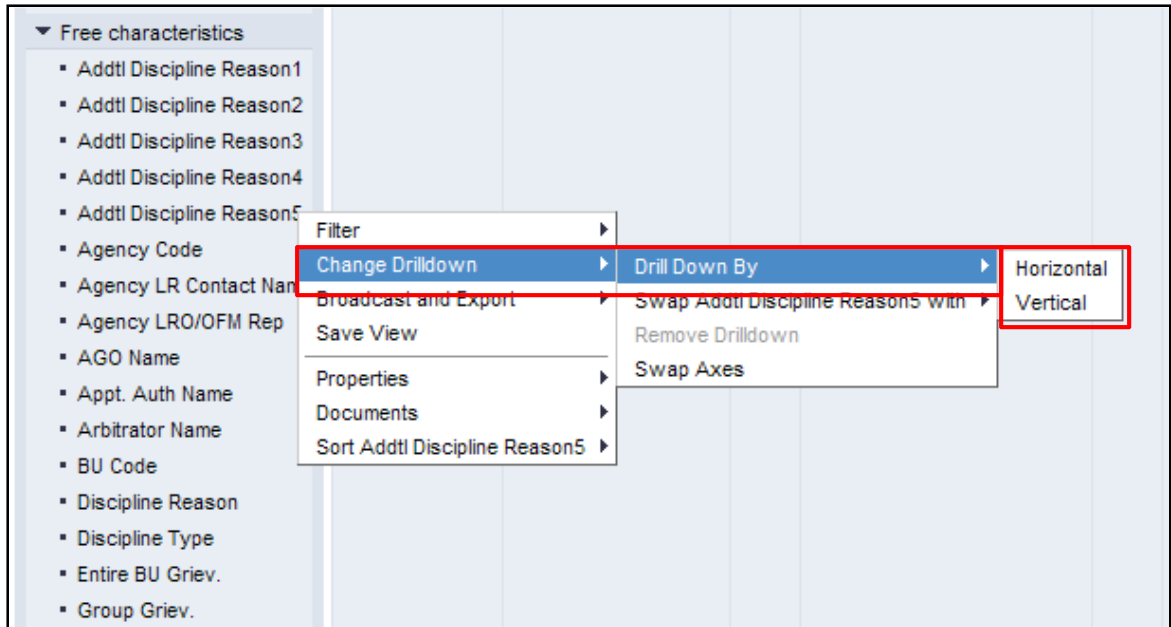
Free Characteristics

BW/BI Grievance reports were designed to provide the user with flexible reporting options. Free Characteristics are optional Characteristics that are not displayed in the report results when it is initially run. Users have the option of adding Free Characteristics to the report results at run time.

The example below uses the Grievance Details Report to show how to add Free Characteristics to the report results.

To add a Free Characteristic to report results:

1. From the report results, right click the characteristic in the Free Characteristics that you want to add to the results.
2. Select “Change Drilldown” → “Drill Down By” → “Vertical” to add the characteristics to the Rows
3. Select “Change Drilldown” → “Drill Down By” → “Horizontal” to add the characteristic to the Columns.



Drilldown in the Rows/Columns

Result: The AFRS Task Characteristic is added to the rows of the report results.

Master Agreement1	Orig Agency Code	Orig BU Code	Orig Agency Code	Orig Pers Area	Orig BU Code
Coalition	4770 Department of Fish & Wildlife	4770/00MN WAPB Bio BU2	4770 Department of Fish & Wildlife	4770 Dept of Fish & Wildlife	00MN WAPB Bio BU2
	2350 Dept of Labor & Industries	2350/00MC IBEW Elec Insp	2350 Dept of Labor & Industries	2350 Dept of Labor & Industries	00MC IBEW Elec Insp
	3000 Dept of Social & Health Serv.	3000/00JE Econ/Social Svcs	3000 Dept of Social & Health Serv.	3000 DSHS Headquarters	00JE Econ/Social Svcs
		3007/00JK Physicians		3007 Eastern State Hospital	00JK Physicians
		3008/00JK Physicians		3008 Western State Hospital	00JK Physicians
IBU	4050 Department of Transportation	4051/000U Deck (Unlicnsd)	4050 Department of Transportation	4051 Marine Division	000U Deck (Unlicnsd)

Report Results Before Drilldown in Rows for Orig PersArea

Report Results After Drilldown in Rows for Orig PersArea

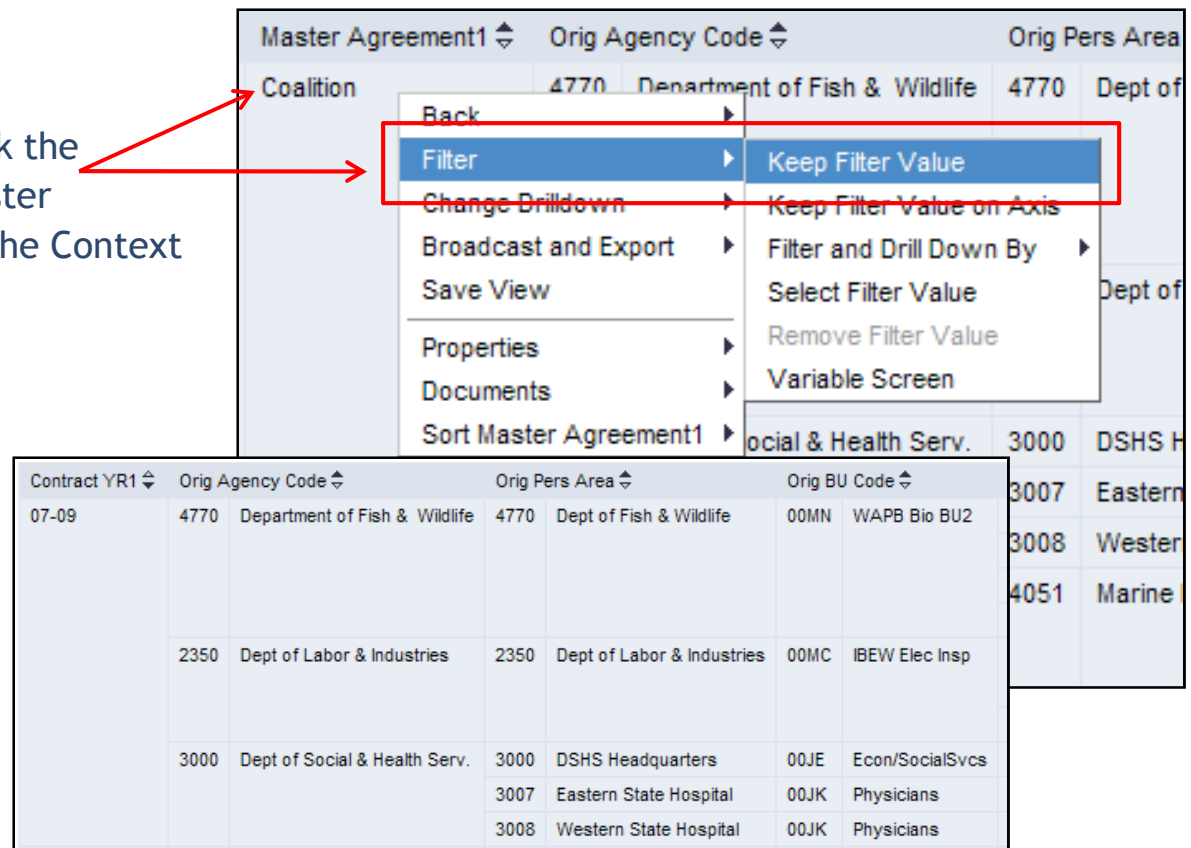
Keep Filter Value

BW/BI Grievance reports were designed to provide the user with flexible reporting options. The Keep Filter Value context menu item allows the user to view report results for a specific value. For example, the user may want to view report results for a specific Master Agreement only.

The example below uses the Grievance Details Report to show how to use the Keep Filter Value option to filter report results to include only those records where the Master Agreement is “Coalition”.

To use Keep Filter Value:

1. From the report results, click the “Coalition ” value in the Master Agreement column to open the Context Menu.
2. Select Keep Filter Value.



Contract YR1	Orig Agency Code	Orig Pers Area	Orig BU Code
07-09	4770	Department of Fish & Wildlife	4770
	2350	Dept of Labor & Industries	2350
	3000	Dept of Social & Health Serv.	3000

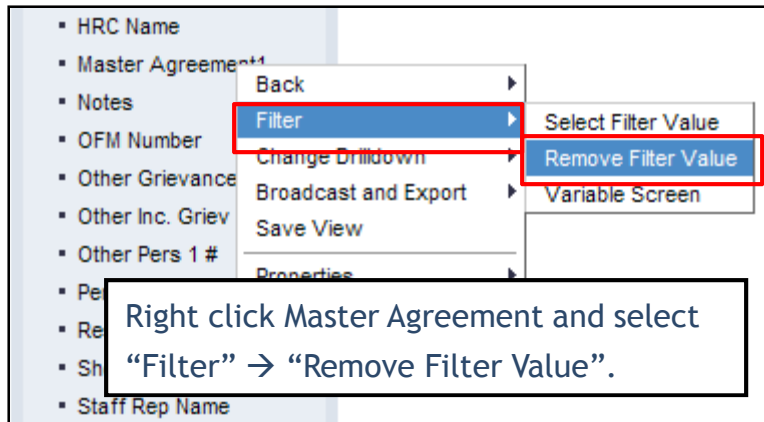
Orig Pers Area	Orig BU Code
Dept of Fish & Wildlife	00MN WAPB Bio BU2
Dept of Labor & Industries	00MC IBEW Elec Insp
DSHS Headquarters	00JE Econ/SocialSvcs
Eastern State Hospital	00JK Physicians
Western State Hospital	00JK Physicians

Data displayed for Filter Value Selected only

Keep Filter Value

The Keep Filter Value option can also be set through the Navigation Block. The example below uses the Grievance Details Report to show how to use the Select Filter Value from the Navigation Block.

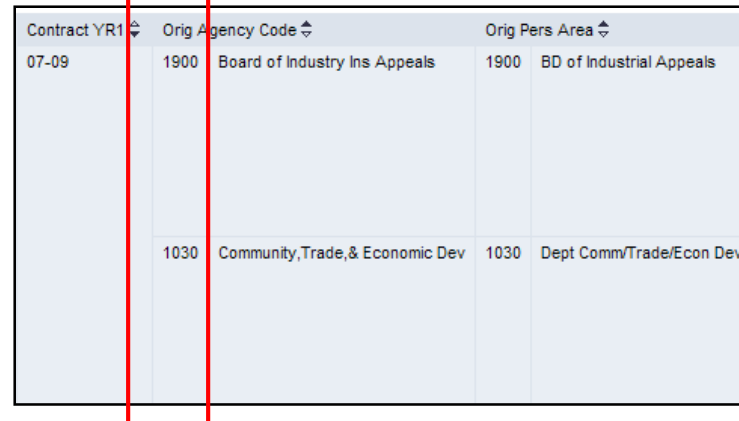
To remove the “Filter Value”:



The screenshot shows a list of items in a navigation block. A right-click context menu is open over the 'Master Agreement' item. The menu options are: Back, Filter, Change Drilldown, Broadcast and Export, Save View, and Properties. The 'Filter' option is highlighted with a red box. A secondary menu is open from 'Filter', showing 'Select Filter Value', 'Remove Filter Value', and 'Variable Screen'. The 'Remove Filter Value' option is highlighted with a red box.

Right click Master Agreement and select “Filter” → “Remove Filter Value”.

Report shows values for all Master Agreement data, but the Master Agreement column is not in the report results.



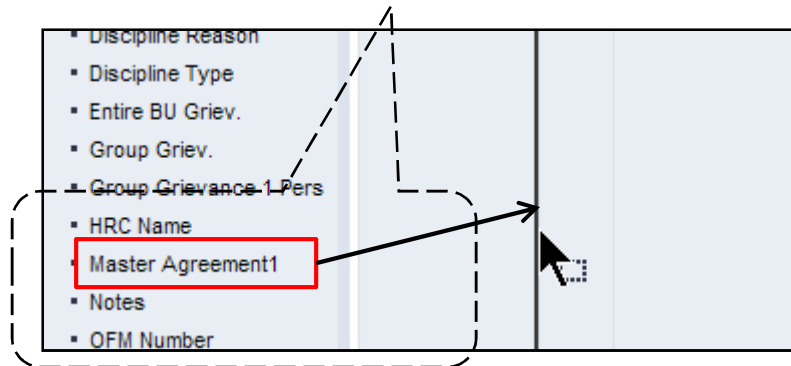
The screenshot shows a report table with the following data:

Contract YR1	Orig Agency Code	Orig Pers Area
07-09	1900 Board of Industry Ins Appeals	1900 BD of Industrial Appeals
	1030 Community, Trade, & Economic Dev	1030 Dept Comm/Trade/Econ Dev

A red box highlights the 'Orig Agency Code' column.

Keep Filter Value

- To return the Master Agreement column to the report results, Drag&Drop the Master Agreement characteristic from the Free Characteristic section to the location you want it to show in your report.



Contract YR1	Master Agreement1	Org Agency Code	Orig Pers Area
07-09	Coalition	4770 Department of Fish & Wildlife	4770 Dept of Fish & Wildlife
		2350 Dept of Labor & Industries	2350 Dept of Labor & Industries
		3000 Dept of Social & Health Serv.	3000 DSHS Headquarters
			3007 Eastern State Hospital
			3008 Western State Hospital
	IBU	4050 Department of Transportation	4051 Marine Division

Select Filter Value

BW/BI Grievance reports were designed to provide the user with flexible reporting options. The Select Filter Value context menu item allows the user to select a filter value from a list of filter options.

The example below uses the Grievance Details Report to show how to use Select Filter Value to filter on a specific Master Agreement.

To use Select Filter Value:

1. From the report results, click the Master Agreement column header.
2. Click Select Filter Value from the Context Menu.
3. From the Select Value screen, check Teamsters.
4. Click Add and OK.

Result: Report results for Master Agreement Teamsters only are displayed.

Contract YR1 Master Agreement1 Orig Agency Code Orig Pers Area

07-09 Coalition

Filter Select Filter Value

Change Drilldown Remove Filter Value

Broadcast and Export Variable Screen

Select values for Master Agreement1 (ZMSTAGR01)

Show tool: Single values Show view: All

Maximum 1000 Refresh

Master Agreement1 Text

Coalition

IBU

IFPTE L17

MEBA Licensed

MEBA Unlicensed

MM&P

Metal Trades

OPEIU

SEIU 1199

Teamsters

UFCW

WFSE

Add Remove

Enter a value for Master Agreement1:

OK Cancel

Contract YR1 Master Agreement1 Orig Agency Code Orig Pers Area

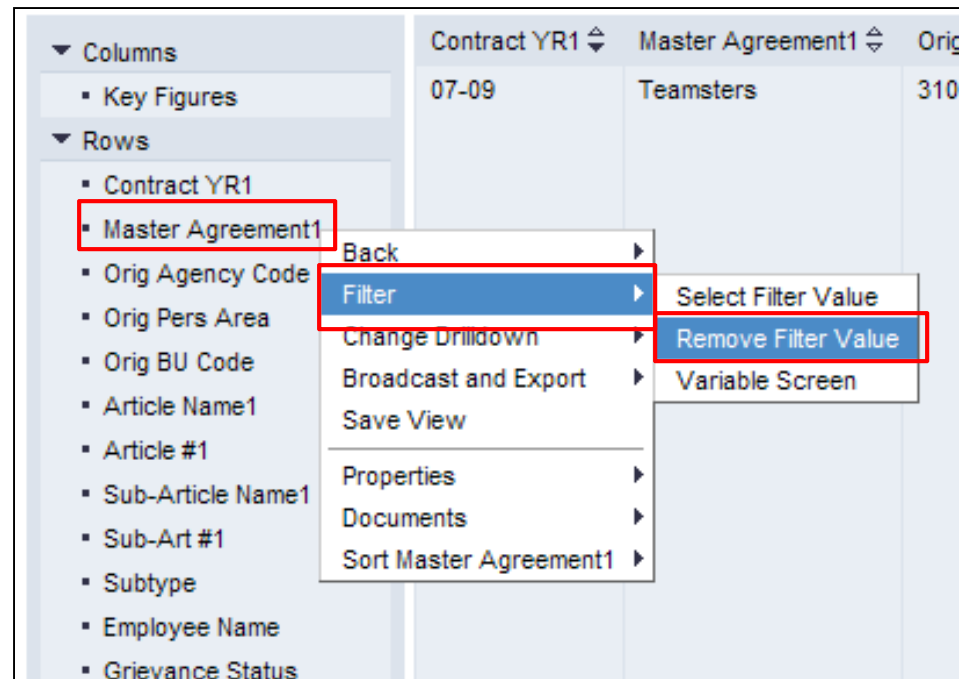
07-09 Teamsters 3100 Department of Corrections 3113 Airway Heights Corr Ctr

Select Filter Value

The Select Filter Value option can also be set through the Navigation Block. The example below uses the Grievance Details Report to show how to use the Select Filter Value from the Navigation Block.

To set or remove a filter from the report results:

1. From the report results, click the characteristic that you want to remove the filter from.
2. Select “Filter” → “Remove Filter Value”.



Select Filter Value

Contract YR1 ⇅	Master Agreement1 ⇅	Orig Agency Code ⇅		Orig Pers Area ⇅		Orig BU Code ⇅		Article Name1 ⇅	Article #1 ⇅
07-09	Coalition	4770	Department of Fish & Wildlife	4770	Dept of Fish & Wildlife	00MN	WAPB Bio BU2	Compensation	41
								Discipline	30
								Duty Stations	25
								Personnel Files	32
		2350	Dept of Labor & Industries	2350	Dept of Labor & Industries	00MC	IBEW Elec Insp	Discipline	30
								Vacation Leave	12
		3000	Dept of Social & Health Serv.	3000	DSHS Headquarters	00JE	Econ/Social Svcs	Discipline	27
				3007	Eastern State Hospital	00JK	Physicians	Hours of Work	07
				3008	Western State Hospital	00JK	Physicians	Classification	01
	IBU	4050	Department of Transportation	4051	Marine Division	000U	Deck (Unlicnsd)	Agency Personnel Policies	03
									A
								Bid System	AF
								Compensation	18
								Crew Requirements	07

Result: Report results for all Master Agreements are displayed.

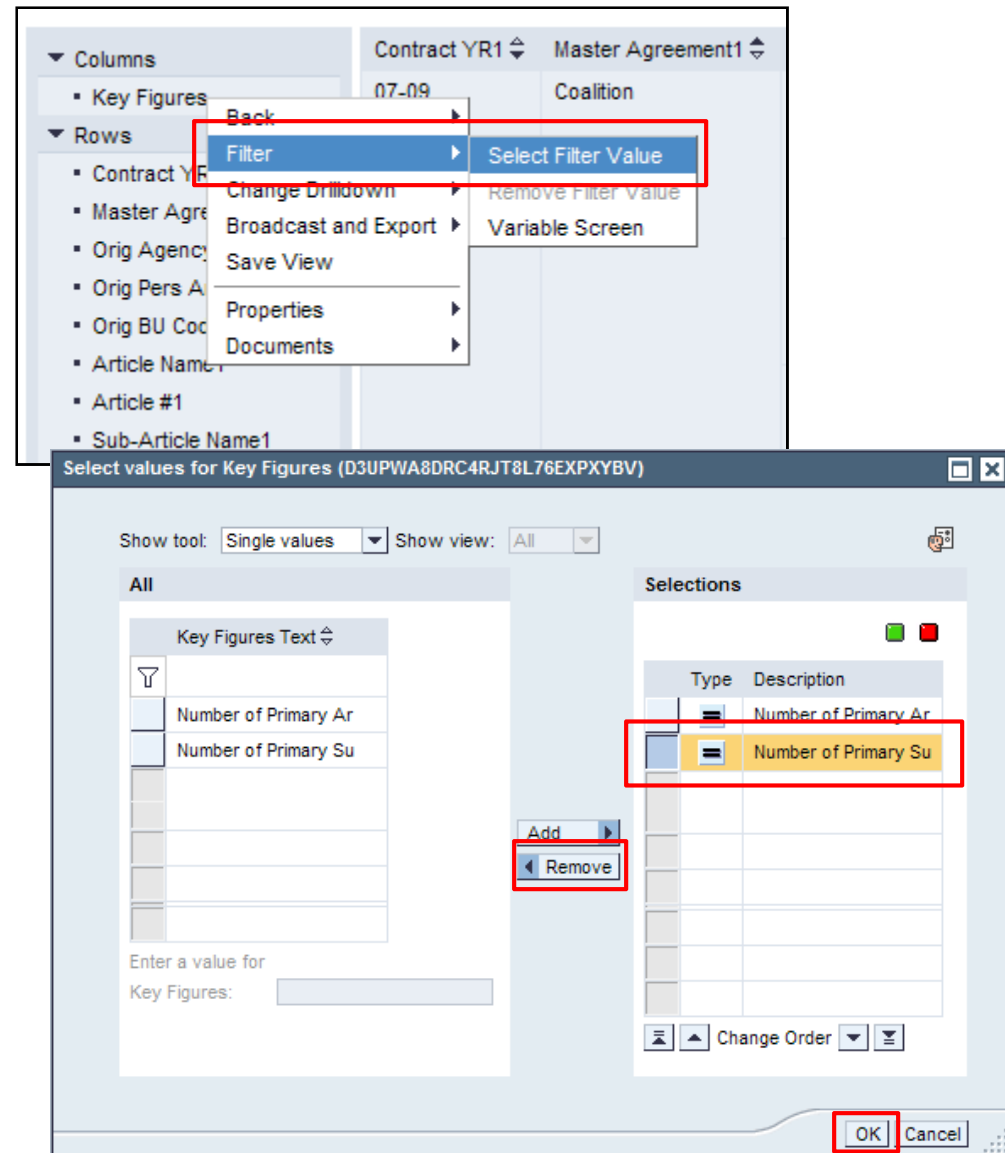
Select Filter Value

The Select Filter Value option can also be used to add or remove Key Figures from the report results.

The example below uses the Grievance Master Agreement report to show how to use the Select Filter Value option to remove selected Key Figures from the report results.

To remove a Key Figure:

1. From the report results, click on any Key Figure heading
2. Click the “Filter” → “Select Filter Value”
3. Select the Key Figures that you DO NOT what displayed in your results and click Remove and OK.



Select Filter Value

Master Agreement1	Coalition	IBU	IFPTE L17	MEBA Licensed	MEBA Unlicensed	Metal Trades	MM&P	OPEIU	SEIU 1199	Teamsters	UFCW	WFSE	WPEA	WSPTA
Number of Primary Ar												1		
Number of Primary Ar												1		
Number of Primary Ar												1		
Number of Primary Ar												1		
Number of Primary Ar												1		
Number of Primary Ar												1		
Number of Primary Ar												1		
Number of Primary Ar												1		

Result: Selected Key Figures only are displayed in the report results.



If necessary, click any column header and select Back to Start from the Context Menu to return the report results to the original state. See the BW/BI Self-Paced Learning Materials - Report Context Menu for more information on Back to Start.

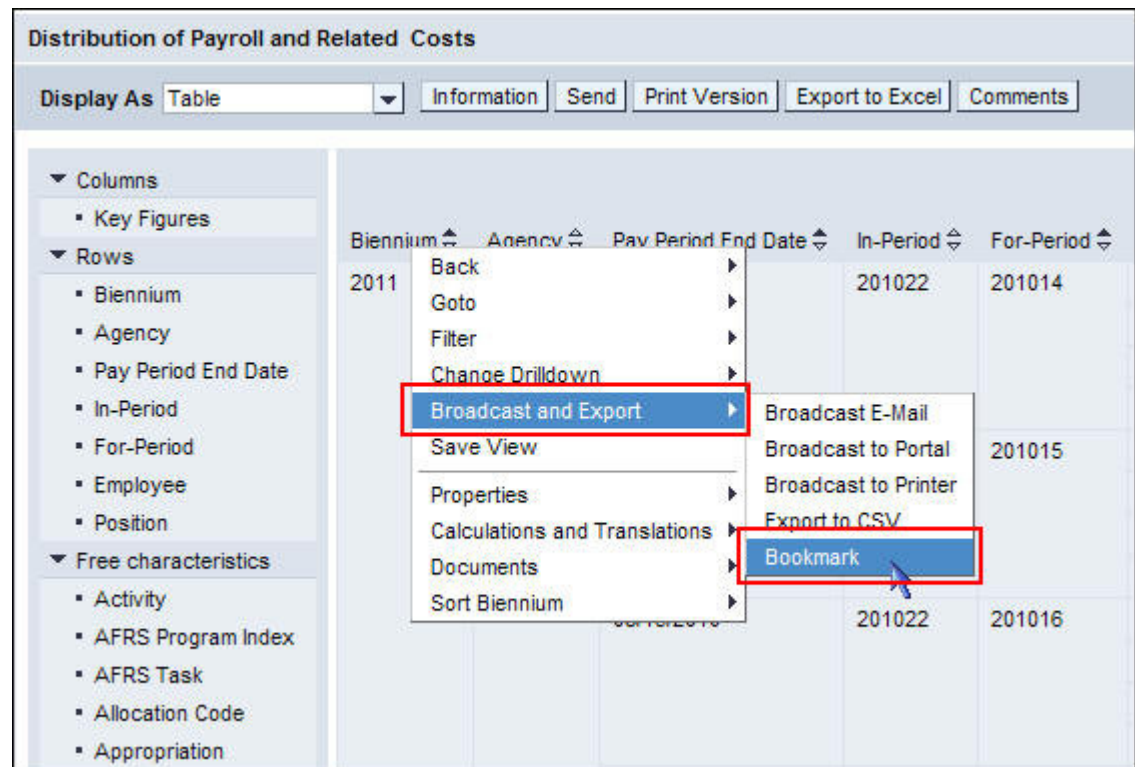
Bookmark

The Bookmark context menu item allows the user to save their report settings once they have applied filters, sorted columns or defined any other report settings. A Bookmarked report will also retain the variable values used to run the report.

In the following example, the Distribution of Payroll and Related Costs report was run with user defined settings.

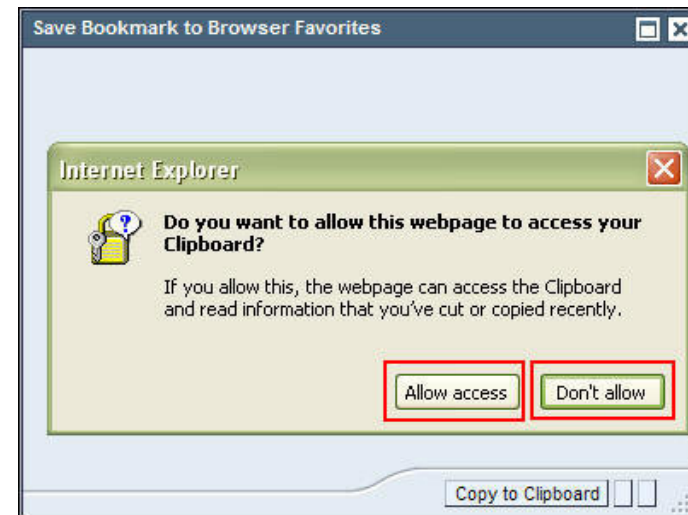
To create a Bookmark to save report settings for future use:

1. From the report results, click any item in the table to open the context menu.
2. Select Broadcast and Export → Bookmark:

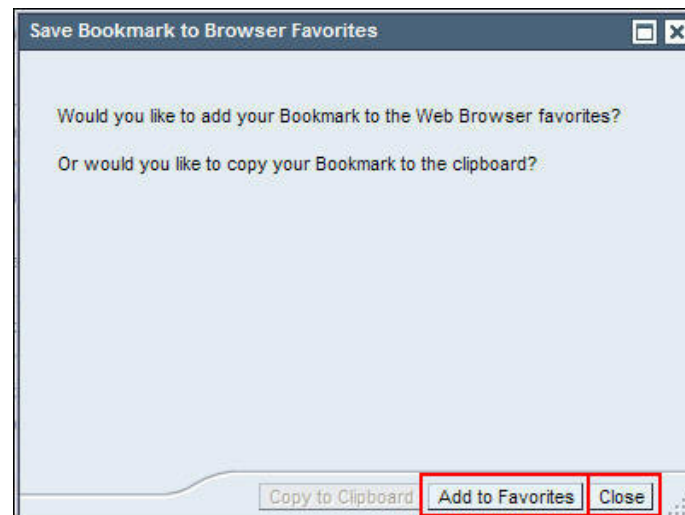
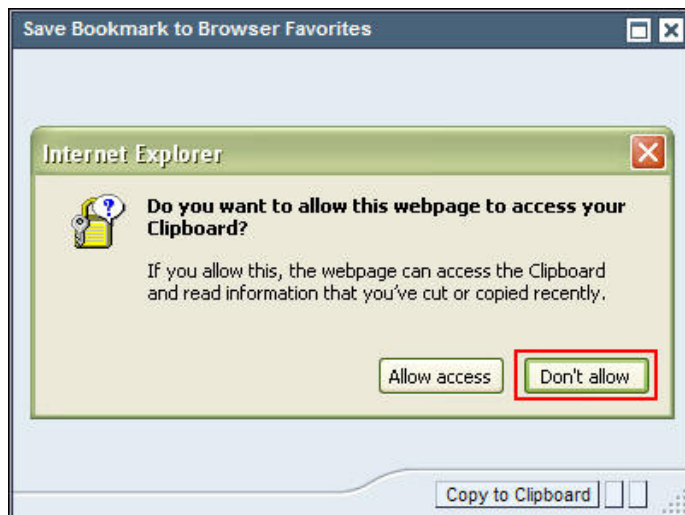


Bookmark

The “Save Bookmark to Browser Favorites” is displayed with a popup asking if you want to allow this webpage to access your Clipboard.

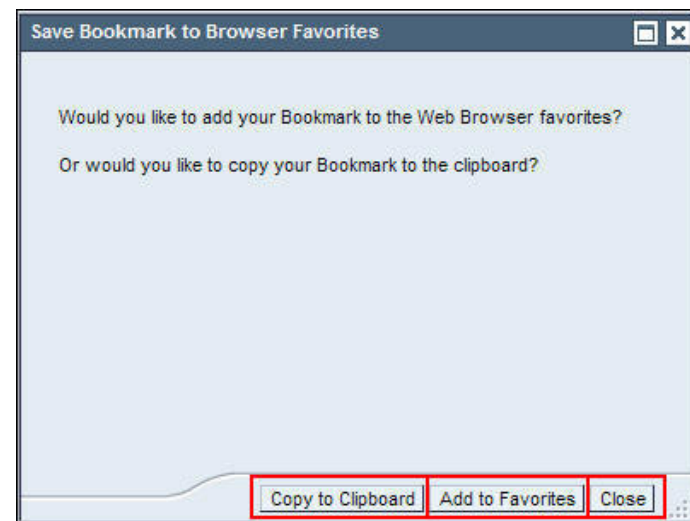
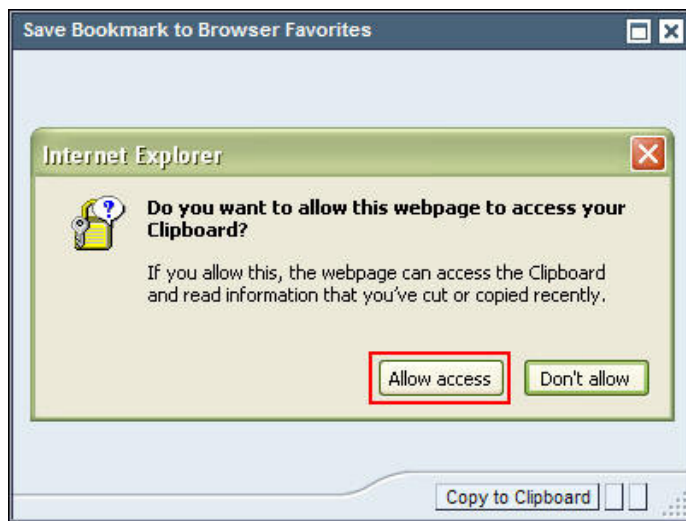


If you select “Don’t allow”, you get the “Save Bookmark to Browser Favorites” with these options:



Bookmark

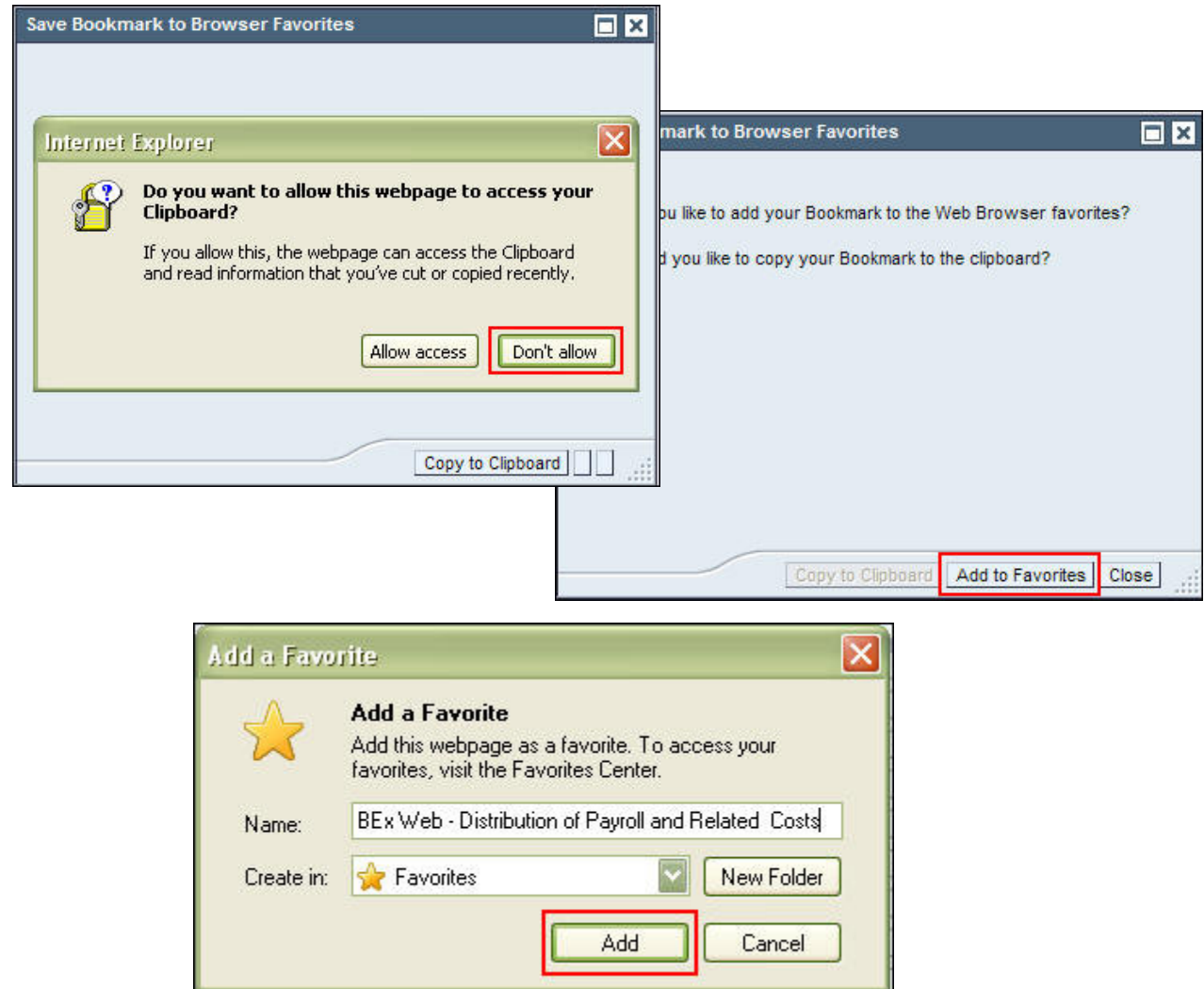
If you select “Allow access”, you get the “Save Bookmark to Browser Favorites” with these options:



Bookmark

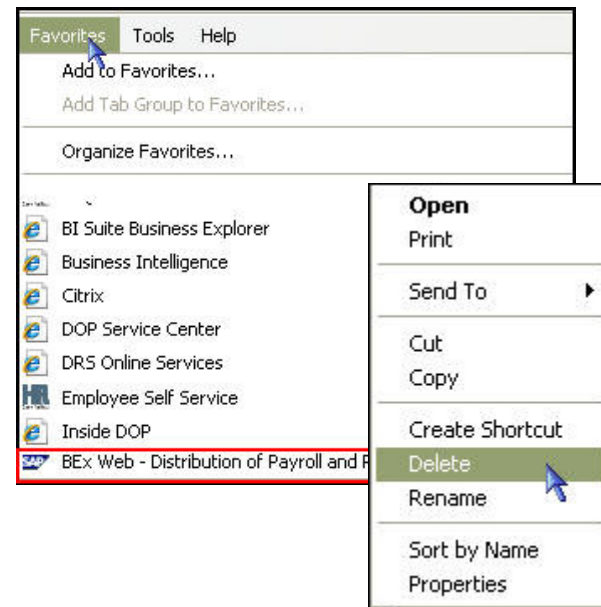
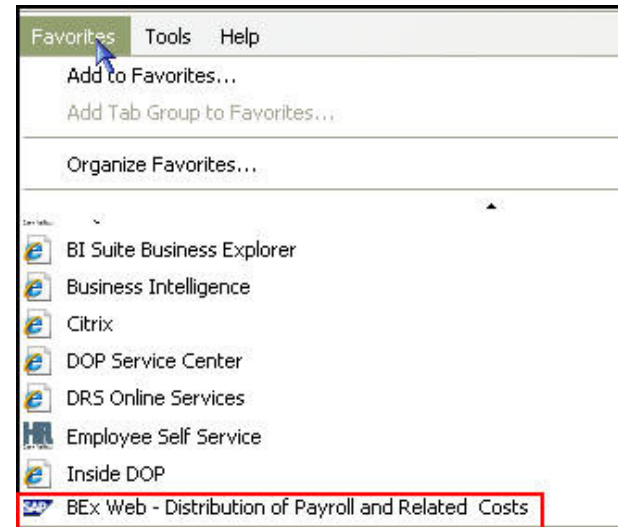
To add the Bookmark to your Browser Favorites:

1. Select “Allow access” or “Don’t allow”:
2. Select “Add to Favorites”:
3. The “Add a Favorite” popup is displayed:
4. Click the “Add” button (you can change the name of the Favorite if needed):



Bookmark

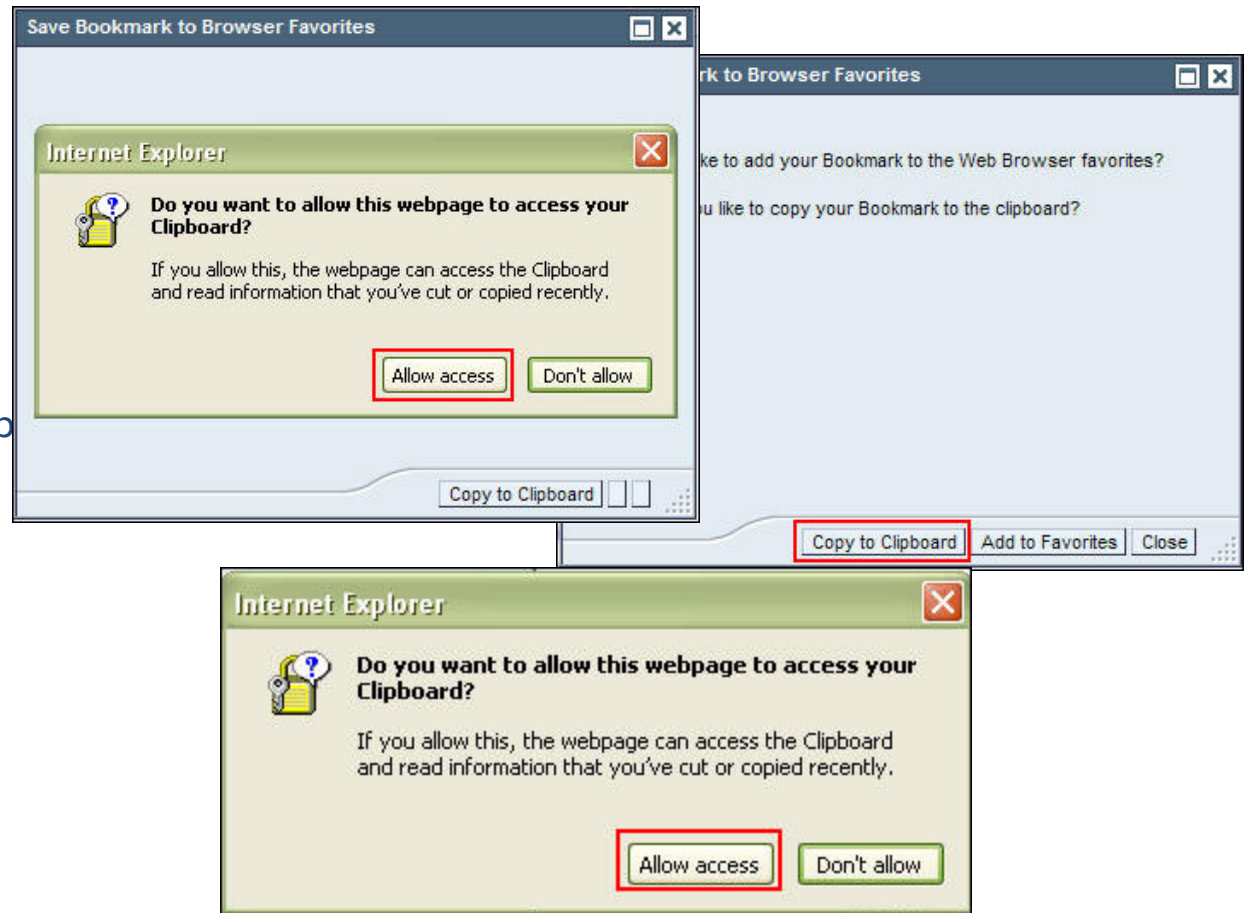
1. The Bookmark personalized report has now been added to your Browser Favorites:
2. To generate your Bookmark report, access your Favorites list → Select the Bookmark:
3. To delete the Bookmark, access your Favorites → Bookmark → Right Click → Delete



Bookmark

This option copy's a link for the Bookmarked report to your Clipboard.

1. Select “Allow access”:
2. Select “Copy to Clipboard”:
3. “Do you want to allow...popup is displayed again. Select “Allow access”:
4. The Bookmark link is now copied to your Clipboard and ready to paste into a document or email.

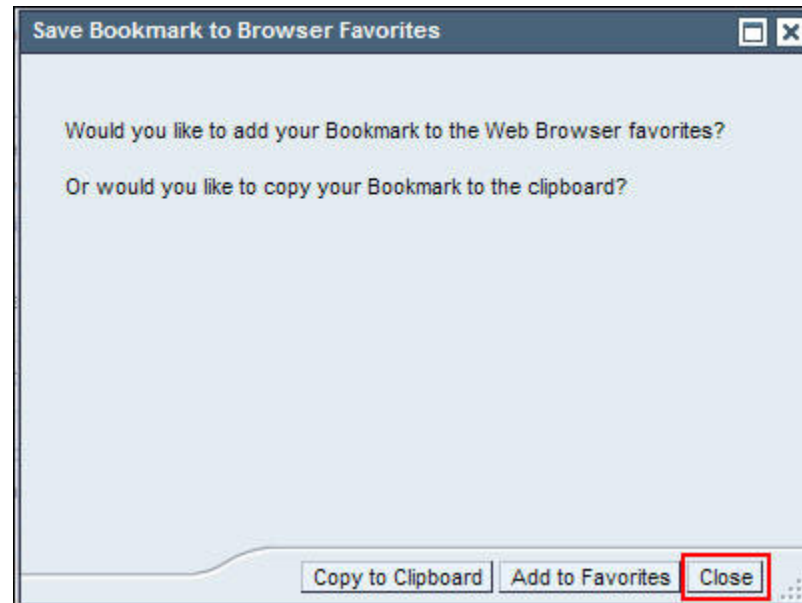


Bookmark

Bookmark Link:

https://myhrms.wa.gov/irj/servlet/prt/portal/prtroot/pcd!3aportal_content!2fcom.sap.pct!2fplatform_add_ons!2fcom.sap.ip.bi!2fiViews!2fcom.sap.ip.bi.bex?BOOKMARK=DEGHVUVVBPOL9SDB8IBB8QTCI

Once you have copied your Bookmark link to your Clipboard, select “Close” to exit the “Save Bookmark to Browser Favorites” popup.



Sorting

BW/BI Grievance reports were designed to provide the user with flexible reporting options. BW/BI Grievance Reports allow the user to Sort data using the Context Menu.

The example below uses the Grievance Details Report to show how to sort the Orig Agency Code by Key rather than Text.

To Sort the report results by Orig Agency Code:

Orig Agency Code	Orig Pers Area	Orig BU Code
4770	Department of Fish & Wildlife	00MN WAPB Bio BU2
2350	Dept of Labor & Industries	00MC IBEW Elec Insp
3000	Dept of Social & Health Serv.	3000 Econ/Social Svcs
	3007	Physicians
	3008	Western State Hospital
4050	Department of Transportation	4051 Marine Division 000U Deck (Unlicnsd)

1. In the report results, click on any item in the Orig Agency Code results to open the Context Menu.
2. Select Sort Orig Agency Code → Ascending by Key (Internal).

Results are sorted by the Orig Agency Code Key in Ascending order

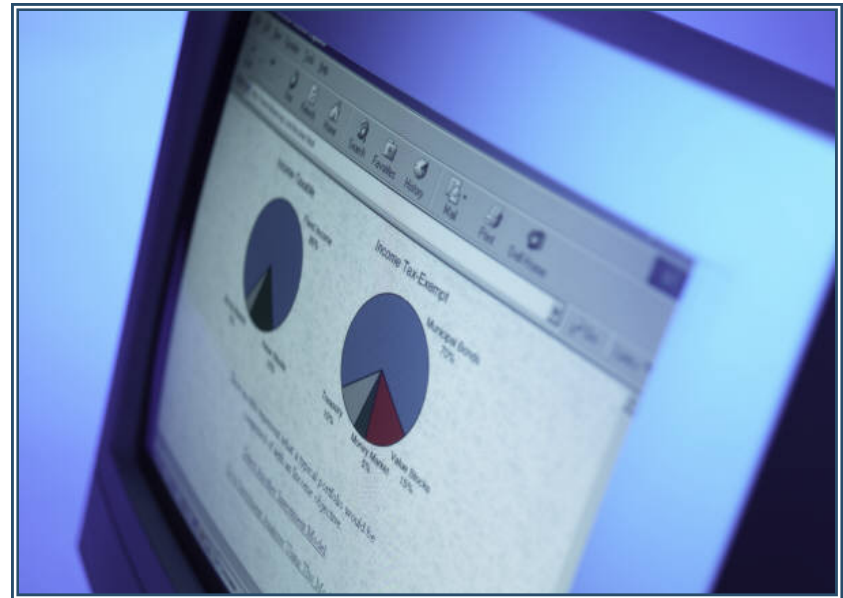
Contract YR1	Master Agreement1	Orig Agency Code	Orig Pers Area	Orig BU Code
07-09	Coalition	2350	Dept of Labor & Industries	2350 Dept of Labor & Industries 00MC
		3000	Dept of Social & Health Serv.	3000 DSHS Headquarters 00JE
			3007	Eastern State Hospital 00JK
			3008	Western State Hospital 00JK
		4770	Department of Fish & Wildlife	4770 Dept of Fish & Wildlife 00MN

Using the Goto Command

The Using the Goto Command section provides an overview of the Goto command functionality.

Topics covered in this section include:

- Using the Goto Command



Using the Goto Command

BW/BI Grievance reports were designed to provide the user with flexible reporting options. BW/BI Grievance Reports **do not** contain sub reports that are accessible from the main report results. The Goto Command allows the user to access sub reports from the context menu.

The table below contains a list of BW/BI Grievance Reports that provide Goto sub reports.

Report Name	Goto Report
N/A - Grievance reports DO NOT have sub-reports available.	N/A